

1 December 1981

MEMORANDUM FOR: Chief, Benefits and Services Division

FROM :
Deputy Director of Personnel for Special Programs

SUBJECT : Incentive Awards and Insurance Branch Move

1. I have asked to initiate action to move the Incentive Awards Branch to Headquarters the week of 4 January 1982. The Insurance Branch will then occupy the space vacated by IAB as soon as necessary alterations can be made.

2. Judy needs the following information from IAB by 14 December 1981:

- Itemized listing of furniture, safes, and material to be moved.
- Telephone requirements for new office to include number of instruments, telephone numbers, secure lines, etc.

3. Judy also needs the following information from the Insurance Branch by 14 December 1981:

- Itemized listing of furniture, safes, and material to be moved to IAB space.
- Telephone requirements for new office to include number of instruments, telephone numbers, secure lines, etc.
- Floor plan for renovation of space vacated in Insurance Branch.

4. Ensure that the Chief, Information Division is aware of the IAB move. Determine what action is needed to meet IAB Computer terminal requirements.

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23 July 1981

NOTE FOR: OP Budget & Fiscal Officer

Judy,

You asked that I give you estimates of needed additional "non-office space" in connection with the planning of the new building. The following are my recommendations for the areas that we discussed.


Barbershop -- No additional space needed.

EAA Store -- Additional 500 sq. ft.

Present space is just adequate for current number of shoppers and storage/stock space is insufficient. If potential customers is sizably increased, present Store could not handle. (Intent is to have one store 500 sq. ft. larger than the present store.)

Fitness Room --

Present space and facilities are not adequate for the number of people who are currently in Headquarters Building and make use of the Fitness Room. Equipment provided is minimal and locker and shower facilities are taxed beyond capacity. In order to accommodate all employees in present Headquarters Building and those who will occupy new building for minimal activities presently provided, an additional 2,000 sq. ft. would be required. If it is intended to provide for a complete fitness facility similar to that incorporated in the new FBI building, a special study should be made to properly address space needs and type of facilities to be provided. In this regard, it should be noted that a former DDCI and former DCI have recommended that such expanded indoor facilities be included in future building plans. The FBI facility includes a full-size basketball gymnasium, handball room, other small rooms with weight lifting and exercise equipment, men's and women's showers and locker rooms, sauna, and whirlpool bath.


Chief, Benefits and Services Division

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